STUDENT MANUAL LOGISTICS SPECIALIST COURSE MODULE 1 UNIT 4 FORMS

Unit Objective

Upon completion of this unit, you will be able to describe and demonstrate the function of the various forms the US&R Logistics Specialist uses.

Enabling Objectives

You will:

- Identify the forms used by the US&R Logistics Specialist;
- Describe the function of the forms used by the US&R Logistics Specialist; and
- Demonstrate the use of the forms used by the US&R Logistics Specialist.



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I. Objectives

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II. General Guidelines

General Guidelines—ICS Forms

Complete all ICS forms as appropriate following standard ICS procedures:

- Use incident resource order forms;
- Acquire copies of applicable ICS forms;
- Fill out forms and cards within timeframes established by Logistics Team Manager; and
- Ensure information is complete, accurate, and legible.

General Guidelines-FEMA Forms

Complete all FEMA forms appropriately, and ensure information is complete, accurate, and legible.

III. Forms of Importance to the US&R Logistics Specialist

The main forms the US&R Logistics Specialist should be proficient at completing are:

- ICS Form 213, General Message;
- ICS Form 214, Unit Log;
- FEMA 60-1, Requisition Form;
- FEMA 61-8, Property Transfer; and
- FEMA 61-9, Accountable Property.

Examples of these forms are found on the following pages. The actual forms can be found in the Student CD-ROM.



ICS Form 213, General Message

The ICS Form 213 is used by incident personnel to send any message or notification to other incident personnel who require hard-copy delivery.

		GENER/ ₁ L I	MESSAGE	
TO:			SITION:	
FROM:		PC	SITION:	
SUBJECT:		DA	TE:	TIME:
MESSAGE:				
SIGNATURE:			POSITION:	
REPLY:				
DATE:	TIME:	SIGNATURE/F	POSITION:	

ICS 213 NFES 1336

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ICS Form 214, Unit Log

The Unit Log is used to record details of unit activity. File of these logs provides a basic reference from which to extract information for inclusion in any after-action report.

UNIT	LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators		5. Unit Leader (Name and Position)		6. Operational Period
7.		Personnel Roste	er Assigned	
Nan	ne	ICS Positi		Home Base
8.		Activity Log		
Time			Major Events	
9. Prepared by (Name an	d Position)			



FEMA 60-1, Requisition Form

Control #										
			IERGENCY MAN			,	•	DATE PREPARED:		
	REQU	ISITION FOR S			AND/OR SERVICES	01.1		ļ		
1	See Instructions on Reverse Side									
ITEM NO.	2. (Include	DESCRIPTIO			PART/STOCK NUMBER	3. QUANTIT	Y UNIT	UNIT COST	i.	TOTAL COST
	,									
TOTAL:										
IONAL INF	FORMATION: NAME						PHONE			
	DRESS					_	FAX			
Γ OF CO						_	OTHER			
FICATION							TF LEADER AP			
							IST LOG CHIEF	APPROVAL:		
							IST LEADER AF	PPROVAL:		
REQUIRE	D			Incom). DELIVER TO				
		OFFICE SYMBOL/OF	GANIZATION CODE	ROOM N	U./BLDG.	INDIVIDU	AL			TELEPHONE NUNBER
D NAME /	AND TITLE OF AUTHORIZED	OFFICAL		ļ		12. SIGN/	ATURE			
rm 60-1, J	IUN 88									

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FEMA 61-5, Loss or Damaged (GPLD) Page 1

FEDERAL EMERGEN REPOR	1. DATE PREPARED 2. CONTROL NUMBER				
3. TYPE OF PROPERTY		4. ACCOUNTABLE F	ROPERTY OFFI	CER'S ADDRESS	
5. ORIGINATOR (Accountable Property Officer o	or Custodial Officer)				
6. BARCODE/SERIAL NUMBER	7. DESCRIPTION / MOD	EL 8.	QUANTITY	9. UNIT PRICE\$	10. TOTAL
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
11 . DATE AND CIRCUMSTANCES OF LOSS,	DAMAGE OF PERMINISTRAL			TOTAL	-
12. SIGNATURE OF INDIVIDUAL PROVIDING	3 ABOVE STATEMENT			13. DATE	
14. NAME, GRADE AND SIGNATURE OF ACC	COUNTABLE PROPERTY OFFICER			15. DATE	
	TIGATION IS REQUIRED. THERE IS DUNDING THE LOSS / DAMAGE / D TLE OF PROPERTY MANAGEMENT	ESTRUCTION WARR			
18. SIGNATURE					
FEMA Form 61-5, FEB 03	COMBINES FF 61	-10 WHICH IS OBSO	LETE		



FEMA 61-5, Loss or Damaged (GPLD) Page 2

20. SURVEY OFFICE	ER APPOINTING OFFICIAL: (Duties and	l responsibilities block)			
Α.	DATE OF APPOINTMENT				
В.	SURVEY CONTROL NUMBER				
C.	SPECIFIC INSTRUCTIONS				
D.	SURVEY COMPLETION DATE				
21 . NAME, GRADE	and title of appointed survey	OFFICER			
22. SURVEY OFFICI	ER APPOINTED BY (Print and Sign Nam	ae)			
23. FINDINGS AND	RECOMMENDATIONS				
24. RECOMMENDE	D PECUNIARY CHARGES	24A. ACTUALLOSS /	REPAIR COST	24B. AMOUNT CHARGED	24C. LOSS TO GOVT.
		\$	-	\$ -	\$ -
25. DATE		26. SIGNATURE OF SU	JRVEY OFFICER		
I —	/ED THE FINDINGS AND RECOMMEN I DO / DO NOT DESIRE TO MAI I DO / DO NOT DESIRE TO MAI (Include a copy of writtens tatement if ma	KE A VERBAL STATEMENT KE A WRITTEN STATEMEN' ade) 29. TYPED / PRINTED NAM	TAT THIS TIME. TAT THIS TIME.		FICER
		THE TITLE OF THE INDIVID)UAL		
31 . APPROVING OF	FFICIAL'S OPTIONS: RECOMMEND ACCEPTANCE / APP RECOMMEND FURTHER INVESTIGATE RECOMMEND ACCEPTANCE / APP	ATION OF CIRCUMS TANCE:	s		CH ANGES:
32. DATE		33. TYPED/PRINTED NAM	ie, grade and	TITLE OF APPROVING OFFICIAL	
34. SIGNATURE OF	F APPROVING OFFICIAL				

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FEMA 61-8, Property Transfer

						1 of 2 Pages	
		FEDERAL BMERGENCYMANAGEMENT AGEN	rv	DATE	5/4/0	14	
				REPOR	RT NUMBER		
		PROPERTY TRANSFER REPOR	T				
		(See FEM A Marmal 6150.1)					
		FROM		OT			
RELEASING (OFFICE		RECEIMING OFFICE				
ADDRESS-NU	IMBER AND STREET		ADDRESS-NUMBER AND STREET	Г			
CITY, STATE,	AND ZIP CODE		CITY, STATE, AND ZIP CODE				
CUSTODIAN			CONSIGNEE				
TERMS OR AL	UTHORITYTRANSFER		•				
LINE IT BM		DESCRIPTION OF PROPERTY		QUANTITY	UNIT VALUE	TOTAL VALUE	
H		DESCRIPTION OF THOSE ENTI		20/411111	WEGE	07E0E	
					TOTAL	•	
SHIPPING INS	STRUCTIONS						
	Localistine		I TOTAL C			lo ere	
APPROVED	SIGNATURE		TITLE			DATE	
	CICNOTURE		TITLE			D.OT.E.	
RELEASED	SIGNATURE		TITLE			DATE	
	SIGNATURE		TITLE			D.OT.	
RECEIVED	SIGNALUKE		TITLE			DATE	

FBMAFORM 61-8 M/S Excel]



FEMA 61-9, Accountable Property

FEDERAL EMERGENCY MANAGEMENT AGENCY CUSTODY RECEIPT FOR GOVERNMENT PROPERTY ON PERSONAL CHARGE						
1. ISSUE DATE	2. NAME OF CHARGEABLE EMPLOYE	E				
	2.11.11.20101.102.21.11.2012					
4. CUSTODY RECEIPT NUMBER (Optional)						
7. DESCRIPTION OF PROPERTY (Show make, model, seri	al no., FEMA barcode number, a	nd accessories)				
8. CERTIFICATE OF RECEIPT AND RESPONSIBILITY.						
By my signature below, I acknowledge possession of the	Government property listed above.	Laccept full responsibility for the proper use an	d protection of the			
property. I understand that the property is FOR OFFICIA	L USE ONLY and it may not be trans	sferred except by return to or approval of the iss	uing Official.			
9. SIGNATURE OF CHARGEABLE EMPLOYEE		10. SIGNATURE AND TITLE OF ISSUING OFFICIAL				
11. RETURN DUE DATE 12. EXTENDED TO): 13. DATE RETURNED	14. RECEIVED BY				
BY:						
			1			
15. PROPERTY MAY BE REMOVED FROM THE PREMISES	TILE OF AUTHORIZING OFFICIAL	17. DATE				
YES NO						

FEMA Form 61-**9,** MAY 96

REPLACES ALL PREVIOUS EDITIONS

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IV. Unit Summary

In this unit, we discussed the forms used by the US&R Logistics Specialist. Specifically, we talked about the function of the forms and demonstrated their use.



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